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Approved For Release 2000/05/08 : CIA-RDP78-03578A000200030004-4

MEMORANDUM FOR: Deputy Director for Support

16 FEB 1955

THROUGH: Chief, Management Staff

SUBJECT: Staffing Requirements for Administering
the Career Development Programs

1. On 15 December 1954 you approved the transfer from the Office of Training to the Office of Personnel of the 40 Career Development positions and a total of 30 Junior Career Development positions to be allocated during calendar year 1955. In order to accommodate the increased workload which is now placed upon this office for the administration of these two programs, it is requested that two new positions be authorized this office to enable us properly to discharge this responsibility.

2. To help us in arriving at an estimate of the additional staff that would be required, we have had discussions with individuals in the Office of Training who were responsible for administering the Senior Program prior to its transfer to the Office of Personnel. We have also taken into account the experience gained to date through the actual processing of the initial group of applicants for the first quarter of the Junior Program. Discussions with OTH reveal that three professional (a GS-12, a Major and a GS-9) and two clerical employees (both GS-5) have worked on the Senior Program on a part-time basis. The attached table (Tab A) shows the number of hours which have been estimated as spent on the various elements involved in administering the Senior Program as well as our estimate of the man-hours which will be required for the Junior Program.

3. It should be noted that administration of these programs involves responsibility for considerable administrative detail. In addition to the development and implementation of career plans, we are now responsible for such matters involving program participants as the handling of their T & A's, Career Staff applications, Fitness Reports, arranging for establishment of bank accounts, insurance, travel, and frequent correspondence to provide students taking external training throughout the U.S. or overseas with information on numerous administrative matters and personal problems. Cover and security questions will be handled by OTH, but will require constant coordination between OTH and the Office of Personnel. Questions relating to advances for tuition, books, etc. and accountings therefor require further coordination. Case folders and other personnel records must be maintained and personnel actions must be cut and processed. In effect, the individual assigned responsibility for these programs performs as an

JOB NO. _____ FOR NO. _____ FILE NO. _____ DOC. NO. 4 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: IS S C RET. JUST. 22
NEXT REV DATE 10 REV DATE 14/6/80 REVIEWER 06199 TYPE DOC. 02
NO. PGS. 14 CREATION DATE _____ ORG COMP 32 OFI 32 ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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administrative case officer, and an Executive Secretary for the Career Development Committee.

4. It is believed that the responsibilities involved, the importance of the programs, and the levels at which coordination must be effected warrant the allocation of one full-time professional position at the GS-12 level to be supported by one full-time clerical position at the GS-5 level. It is recommended that these be regular Office of Personnel T/O slots in view of the continuing and permanent support responsibility for these programs. However, in the event this is not feasible, consideration is requested for the use of two JCB slots against which these new positions could be allocated.

Harrison G. Reynolds
Assistant Director for Personnel

Attachment (Tab A)

OP:PUD:FEB:ERW/ros (14 Feb 55)

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